

TOUR OF THE CHILD CARE SETTING CHECKLIST

I. PHYSICAL SETTING:

1. Safety

- ☐ Provider is prepared for emergencies.
- ☐ Provider has an emergency response plan, first aid kit, smoke alarms and fire extinguishers.
- ☐ Facility is free of obvious safety hazards.
- ☐ Electrical outlets are safety-capped.
- ☐ Weapons, dangerous tools, medications, and poisons are locked and out of reach of children.
- ☐ Play area is safe.
- ☐ Equipment is age- and stage-appropriate and in good condition.
- ☐ Cushioning material (e.g., mulch, sand, wood chips, pea gravel, mats) is placed in all areas where there is a potential risk of injury to a child falling off a piece of equipment (e.g., climbing equipment, slides, and swings).

2. Cleanliness

- ☐ The facility is clean and free of odor.
- ☐ The bedding is safe, clean, and comfortable and is not used by more than one child unless laundered between uses.

3. Space

- ☐ Things are in order, but not unnaturally so for children.
- ☐ The room does not appear cluttered. Children can easily find toys, books, and other play things.
- ☐ There is enough space for the number of children to play and move about safely and without being crowded.
- ☐ There is sufficient room for the number of things in the room (toys, books, furniture, etc.).

II. NUTRITION

- ☐ The food and beverages served are nutritious and age- and stage-appropriate.
- ☐ Children are offered water regularly.

III. INTERACTION BETWEEN STAFF AND CHILDREN

- ☐ Children are being attended to.
- ☐ Children are actively engaged by the provider or participating in an activity.
- ☐ There are no children wandering around aimlessly.
- ☐ Children and caregivers are obviously comfortable with and show affection for each other.
- ☐ Caregiver makes frequent eye contact with the children.
- ☐ Voice levels are calm and friendly with no yelling, quarreling, or whining.
- ☐ Young children are frequently hugged, held, and in close interaction with the staff.

IV. PHYSICAL CARE OF CHILDREN

- ☐ Children are kept clean.
- ☐ Children's hands are washed after toileting and before and after eating.
- ☐ Mealtimes are unhurried and happy occasions.
- ☐ Children are spoken to in a respectful manner.



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V. ACTIVITIES

- ☐ Children seem to feel good about themselves and proud of what they have accomplished.
- ☐ Children are learning self-help skills appropriate to their ages.
- ☐ Children seem to be enjoying their activities. (Activities should be somewhat challenging, but the activity should not cause the child to be overwhelmed or overly frustrated.)
- ☐ The program offers many opportunities to promote children's needs for discovery, exploration, and creative expression, building social skills, and developing a sense of self.
- ☐ There are many different areas that have materials for arts and crafts, science, pretend play, music activities, etc.

VI. RATIOS AND GROUPINGS

- ☐ Group size is age-appropriate.

Recommended Group Sizes:

Age	# in Group
Infant and Toddlers	No more than six or eight children
3-year olds	No more than 12
4- and 5-year olds	No more than 16

- ☐ There is an appropriate number of staff caring for the children (staff-to-child ratios).

Required family day home ratios:

Age	# in Group
Under 16 months	1:4
16 months through 23 months	1:5
Two- through four-years old	1:8
Five- through nine-years old	1:16
10 years and older	No set ratios

Required child day center ratios: *

Under 16 months	1:4
16 months through 23 months	1:5
Two- through four-years old	1:10
Four-years old until eligible to attend public school	1:12
Balance mixed age groups of three-four- and five-year olds	1:14
School age children	1:20

*By regulation, ratios are expected to change on June 1, 2006 to require fewer children per staff member.

